

State of Alaska, Division of Forestry 2014 Western Wildland Urban Interface Grant Business Rules

Introduction

This document is intended to outline standard business practices for developing Western Wildland Urban Interface competitive grant proposals in Alaska. For more information on specific criteria and instructions of the program refer to the Criteria and Instructions developed by the Western State Fire Managers, found on Forestry's web page: <http://forestry.alaska.gov/fire/cwpp/wuigrants.htm>

Background

Since 1999, the Council of Western State Foresters have awarded funding on a competitive basis to the western states and protectorates under the Western WUI Grant Program. Key program areas include: fuels reduction, restoration of fire adapted ecosystems, planning and information and education. Funding flows through the USDA Forest Service to the states. The State of Alaska, Division of Forestry is responsible for administering Western WUI grants in Alaska.

Requirements

- The fill-able pdf. format applications may not be changed. Change in font style or size, changes to the size of the text blocks or any other changes to the application will result in automatic disqualification.
- Technical, third party writing only; no personal writing.
- Information, language and references used need to be consistent through out the application.
- Double check spelling for errors.
- Submit an 8 x 11 map of the Project Area to with the application.
- Submit a letter of commitment and certification of matching share by grant contributors with the application. In-kind contributions must be listed out by type and value of contributions in the letter.
- Alaska State Forestry Area offices are responsible for coordinating with and prescreening local government Western WUI grant applications to assure agencies are not duplicating efforts or competing with each other.
- Obtain supervisor's approval of project(s) prior to submitting the application.
- Applications must be submitted by the established annual deadline. Late applications will not be considered. Deadlines will be established for each new grant cycle.

State Fire Assistance Grant Application

Applicant Information	
1	Applicant: Organization's full name
	Contact Person: Name & title someone of authority that will be available in the fall
	Address: Mailing Address
	City/Zip Code: Mailing Address
	Phone (Work/Cell): Include are code for contact person named above
	Email: Email address of Contact Person named above
	Fax: Include area code
	Federal Tax ID\DUNS #: 92-6001185 / DUNS # 103328576- This will be the same every year for Forestry

2	Project Information			
	Name of Project:		Project Name- Provide a short descriptive title	
	Community Name:		Community or Communities benefitting from project- list all	
	County(ies):		Borough, Municipality or N/A	
	Congressional District:		Alaska	
	Latitude:	In decimal degrees	Longitude:	In decimal degrees

3	Total Project Expense				
	Budget Detail (Provide additional information in Block 4)	Grant Share (\$ Amount Requested)	Match		TOTAL
			Dollars	In-Kind	
	Personnel / Labor:				
	Fringe Benefits:	Leave Blank	Leave Blank	Leave Blank	
	Travel:				
	Equipment:	Leave blank unless > than 5k			
	Supplies:				
	Contractual:				
	Construction:				
	Other:	Leave blank unless good	explanation in	budget narrative	
	Indirect Costs:	SOA FY14 16.35%	Leave blank	Leave Blank	
TOTAL:					

- 1) Dollar figures will automatically total in application.
- 2) Suggest using cost sheet standards to estimated project costs. Current Local government and non profits can use own standard and established methodology to determine costs.
- 3) Forest applicants leave fringe benefits blocks blank and include fringe in personnel/labor.
- 4) Any single item equipment purchase \$5,000 or larger requires tracking and return of property to Forest Service. *This is strongly discouraged.*
- 5) These grant monies do not fund construction projects
- 6) DNR Forestry assesses an indirect on grant funded personnel services only. Indirect costs are those cost related to institutional infrastructure, both physical and administrative that are necessary for project / grant implementation. Example- accounting staff, space, utilities, purchasing officers. These costs are not itemized in the grant application. The SOA DNR percentage of indirect changes every year. Contact Forestry' Central office for current FY indirect rate. Local government and non profits will have a rate that differs from the State of Alaska's rate.

Budget Narrative	
4	<p>NOTE: Box 4 lists ‘What’ the grant funds will spent on, and is considered when scoring the Budget items clearly defined category. Box 4 is considered when scoring the Achievable category.</p> <p>Key points to include:</p> <ul style="list-style-type: none"> • Detailed description of use of dollar amounts listed in Box 3. Who, what, when why, where • DO NOT INCLUDE MATCH in this section. • Budget narrative amounts and categories need to match Block 3 amounts and categories and follow same order ,i.e. personal/labor, travel, equipment, supplies, contractual, other, indirect • Is the budget explanation clear ? • Does the budget narrative reflect clear numbers as represented in Box 3?

The Project	
5	<p>NOTE: Box 5 is considered when scoring the Achievable category.</p> <p>Key points to include in narrative:</p> <ul style="list-style-type: none"> • Type of project (Hazard Fuels, Information & Education or Planning) • Project location • Physical properties – affected area size • Fire history • Fuel type –hazard fuels projects especially and fuel model CFDRS and/or NFDRS • Description of current conditions • Community description, size, population, number of structures/residents, permanent residents, visitor population; use US census data • Attach map (for in state reference only) Still need to describe project area in this block

- 1) **Attach an 8x11 inch to the mile topographical map of the project area to the proposal. (for in state review only) Map will contain: title of project, legend, North arrow, fire history, project area shaded in yellow, previous treatments (if any)shaded in blue, sphere of influence of project shaded in green.**

6	Relation to Forest Action Plan/CWPP	
	<p>Box 6 will be used to score planning linkage category.</p> <p>Use this box to describe project's relationship to Forest Action Plans (Forest Resource Strategy) and CWPP's. This is a new box for 2014 and must clearly describe how the project fits into the broad goals of a forest action plan (Enhancing, Protecting and or Conserving) or CWPP goals and objectives. It is important to describe how the project meets the goals of one or both of these planning documents. Relationships to the three goals within the Cohesive Wildfire Strategy could also be included in this section.</p> <p>Alaska's Community Wildfire Protection Plans http://forestry.alaska.gov/fire/cwpp/</p> <p>Alaska Forestry Statewide Assessment http://forestry.alaska.gov/pdfs/2010AlaskaStatewideAssessment.pdf</p> <p>Alaska Forestry Statewide Forest Resource Strategy (Forest Action Plan): http://forestry.alaska.gov/pdfs/StatewideForestResourceStrategy.pdf</p>	
7	Proposed Activities	
	<p>NOTE: Box 7 is used when scoring the Achievable and Measurable categories. Key points to include:</p> <ul style="list-style-type: none"> • Description of what will be done • How it will be accomplished • Quantified –Acres treated, residents contacted ,number of meetings to be held, educational material distributed, number of potential residents and visitors reached • Acres treated and communities affected #s must match through out application • Specify/define treatment phases; don't count same acres 2x • For Information & Education always mention Firewise, not just fire prevention 	

Landscape	
8	<p>NOTE: Box 8 is used to score the Landscape Scale project category</p> <p>Key points</p> <ul style="list-style-type: none"> • Project is part of or compliments a larger or a project on adjacent ownerships; especially public land?? • Project provides protection for more than the targeted community? • Project will have benefits beyond the target community? • Project effects a larger population than the target community • Does the project explicitly tie to a CWPP? • Consider the project's impact on the State Forest Action Plan (Strategy) • How project will leverage or compliment previous treatments, projects, programs

Project Collaboration	
9	<p>NOTE: Box 9 is used to determine the score in the Collaborative category. Should match or over match fiscal contribution in Block 3.</p> <p>Key points to include:</p> <ul style="list-style-type: none"> • Describe the role of other cooperators – what are they contributing? Times, resources • equipment etc. Should be descriptive & parallel Match and Budget items in Box 3. Include federal partners in this section • Does project creatively leverage the resources of other entities? • If a planning project does the project include appropriate range of stakeholders? • Interagency Collaboration language and Project Activities language need to be consistent

Project Timeline	
10	<p>NOTE: Box 10 is used when determining scores for the Achievable and Measurable categories</p> <p>Key points</p> <ul style="list-style-type: none"> • Time line defined and complete through completion of project- beginning and end dates. • Significant accomplishments identified, milestones • Time line reasonable. Can goals be met in timeframe specified? • Consider using phases in timeline to coincide with project categories

Project Sustainability	
11	<p>NOTE: Box 11 is used to determine the Project Sustainability score</p> <p>Key points:</p> <ul style="list-style-type: none"> • Do landowners sign an agreement or treatment plan committing to a schedule for maintenance, or are there other maintenance strategies in place (obligation by borough code, CWPP requirements?) Define who is responsible. • Does the applicant describe environmental factors (e.g. regeneration, condition class conversion) that will impact maintenance requirements? • Maintenance requirement identified for the specific vegetation type, longevity of fuel treatment, define how treatments go beyond the grant? • Education – residents have been trained what to do and how often? How often will education materials, be updated and distributed? Cycle of educational programs in school? • Funding – Define how future maintenance will be paid for • What monitoring strategies are described? In the short term inspections of project progress and completion are expected. In the long term, are there opportunities for further contact with and encouragement to landowners who have completed work to maintain it (i.e. community meetings, distribution of outreach materials, personal visits, staff patrols?)

ALL INFORMATION MUST FIT INTO THE BOXES PROVIDED. ATTACHMENTS AND/OR MODIFICATIONS WILL NOT BE CONSIDERED BY THE COMMITTEE.